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ABSTRACT

The data collection process is described for a new facet of the National Assessment of Educational Progress (NAEP)--the state-level assessment of eighth-grade mathematics in 1990 and 1992 to determine the feasibility and validity of state assessments. For this Trial State Assessment, the NAEP will work with a State Coordinator from each of the 41 participating states to train approximately 4,000 Local Administrators (LAs), each of whom will administer one test session. In this assessment, 50% of the administrations--2,000 sessions--will be observed. The coordinator will: (1) secure the cooperation of the schools involved; (2) ensure that participating schools receive materials; (3) develop a schedule of assessment sessions; (4) obtain a list of eighth graders from each school; (5) submit the list to the NAEP for sample selection; (6) send lists of sampled students to schools; (7) coordinate training of LAs; and (8) be available to answer questions. The LA has responsibility for preparing, conducting, and completing the assessment. Training for LAs will be held in late January 1990 in 1-day sessions. Four training tools will assure that goals of standardization and participation are met--a trainer's guide, a LA's manual, a video presentation for LAs, and practice exercises. Results of a field test of materials and data collection procedures will be available in April 1989. (SLD)

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# The 1990 NAEP Trial State Assessment Data Collection*

by

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In April 1988, Congress added a new dimension to the NAEP legislation, authorizing a trial state-level assessment of eighth-grade mathematics in 1990 (and a second phase in 1992) to determine the feasibility and validity of state assessments.

I will describe for you the NAEP Trial State 8th Grade Mathematics data collection process, including a description of the responsibilities of the State Coordinators, the role of the Local Administrators, and a description of the training of the Local Administrators.

Before discussing the data collection process for this new NAEP Trial State Assessment, I will take a few moments to provide an overview of the national NAEP assessment in comparison with the state assessment procedures. The national NAEP data collection period extends from early January through mid-May, while the new Trial State Assessment will be conducted in a one month period, scheduled for February 1990. In national NAEP, the administrations are conducted by a group of NAEP field supervisors who work the entire 4 1/2 month period on the project. In contrast, for the Trial State Assessment, the individual states are responsible for the actual data collection. In national NAEP, we will train about 35 supervisors who will then work with a group of 90

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Exercise Administrators. For the Trial State Assessment, we will work with the State Coordinator from each of the 41 participating states and train approximately 4,000 Local Administrators, each of whom will administer one assessment. Lastly, in national NAEP we will make approximately 100 Quality Control visits, but in the Trial State Assessment, we will observe 50% of the administrations -- a total of 2,000 sessions.

Now that we all have an understanding of national NAEP and the general dimensions of the Trial State Assessment, I would like to discuss the specifics of the data collection activity.

Responsibilities of the State Coordinator

The State Coordinator is the person who will determine the success or failure of the Trial State Assessment in the individual states.

The coordinator is responsible for the following activities:

- Secure the cooperation of schools selected by the NAEP contractor for the assessment.
- Ensure that participating schools (and districts) receive the materials they need to understand their responsibilities for carrying out the assessments.
- Develop, in conjunction with the NAEP Supervisor, a schedule of assessment sessions.
- Obtain a list of students enrolled in the eighth grade from each participating school.
- Submit the list to the NAEP Supervisor to select the sample of students to be assessed.
- Send the lists of students sampled for the assessment to the participating schools.
- Coordinate the training of Local Administrators.
- Be available to answer questions from the Local Administrators.

I will now expand on these eight activities.

Securing the Cooperation of the Selected Schools

In the early summer of this year, each participating state will be notified by NAEP as to which schools (approximately 100) have been selected for the Trial State Assessment. It will be the State Coordinator's responsibility to secure the cooperation of all of these schools. States that do not have an acceptable rate of cooperation, over 90%, will not have their data included in the final reports.

Ensure that Participating Schools (and Districts) Receive Test Materials

This task involves sending various materials to the participating schools (and districts) as soon as their cooperation is secured. These materials include student listing forms and questionnaires.

Develop, in Conjunction with the NAEP Supervisor, a Schedule of Assessments

The 1990 Trial State Assessments will be carried out over a four-week time period. One quarter of the schools in each state will be assessed each week. Since 50% of the administrations will be observed, the schedule must be developed in advance and adhered to.

Obtain a List of Students Enrolled in the Eighth Grade from Each Participating School

By December 15, 1989, each of the participating schools should have sent a list of enrolled students and a completed Principal Questionnaire to the State Coordinator. Missing materials from schools need to be secured.

Provide the List to the NAEP Supervisor to Select the Sample of Students to be Assessed and Sending the Lists of Sampled Students to the Participating Schools

The State Coordinator will provide the NAEP supervisor with a list from which the sampling of students from individual schools will be conducted.

Once the lists of sampled students have been completed, the State Coordinator is responsible for sending the lists to the individual schools.

Coordinate the Training of Local Administrators

All Local Administrators must attend a one-day training session to be held by the NAEP contractor at various locations in the state. NAEP will train the individuals who will administer the assessments in the schools. It is unacceptable to train a person who later passes these field test responsibilities on to someone else.

To minimize travel time for the Local Administrators, the sessions will be held in locations convenient to the participating schools.

Be Available to Local Administrators for Questions

NAEP will provide the State Coordinators with back-up information and an 800 telephone number to call for assistance.

The Role of the Local Administrator

The Local Administrator is responsible for the following activities.

**Prepare for the Assessment**

- Obtain dates for training and for conducting the assessment from the State Coordinator.
- Schedule the time and place of the assessment session.
- Receive from the State Coordinator the listing of students to be assessed.
- Select a sample of newly enrolled students.
- Receive assessment materials from NAEP and safeguard their confidentiality.
- Distribute assessment questionnaires to appropriate school staff and collect them before the day of the assessment.

**Conduct the Assessment**

- Notify teachers and students of the assessment and ensure that students attend the session.
- Prepare the room.
- Prepare the booklets.
- Check-in students.
- Administer the session.
- Protect the security of assessment materials.

**Complete Assessment Activities**

- Complete reports on the results of the assessment.
- Schedule a makeup session if necessary.
- Prepare assessment materials for shipping.
- Return materials for scoring.

As just described, the role of the Local Administrator is crucial to the success of the Trial State Assessment. Therefore, a good training program is required.

## Local Administrator Training

The Local Administrator training sessions will be held during the last three weeks of January, 1990. At this time, approximately 100 Local Administrators will be trained in each state. Ten training sessions, with approximately 10 trainees each, will be conducted at various locations within each state participating in the Trial State Assessment. Each training session will last one day and will be conducted by the NAEP State Supervisor, assisted by other NAEP staff who will also serve as observers.

Our approach to developing the Local Administrator training package for the Trial State Assessments will be guided by two principles: the need for

standardization and the need for active participation by trainees. In developing the training program for the 1990 Assessments, we will take advantage wherever possible of proven training materials from previous national assessments and the 1989 State Field Test, adapting them as appropriate to the requirements of the new assessments. The basic purpose of training is to have all Local Administrators conduct assessments in the same prescribed way. To achieve the necessary standardization for the Trial State Assessments, we will develop four training tools to be used as part of a complete training package for Local Administrators. These materials were developed and tested during the 1989 State Field Test and will be revised as necessary for 1990.

The first of these materials is a complete trainer's manual or "trainer's guide" to be used by the trainer at each in-person training. This guide contains carefully developed scripts for the trainer. These scripts allow the trainers to rehearse their roles and be completely prepared before training. In addition, a Local Administrator's Manual, based on the manual developed for the 1989 state field test, will be prepared. This manual contains all the information Local Administrators will need to carry out the assessments. It will be divided into four sections: Introduction and Overview; Preparing for the Assessment; Conducting the Assessment; and After Assessment Activities. The third component of Local Administrators training is a video presentation, revised from the video for the 1989 state field test. The video presentation is in four segments. It begins with a brief history of NAEP and the purpose of the state assessments and continues with a thorough briefing on the Local Administrator's role and the assessment procedures. At the end of each video segment, the Local Administrator will complete related

practice exercises that prepare the Local Administrators for the actual tasks that they will have to perform. These exercises will be used to reinforce the learning of particular skills and concepts.

Field Test

We have just concluded a field test of the materials and data collection procedures for the 1990 assessment, and the results of this field test effort will be presented to the network of 41 State Coordinators on April 24, 1989. At that time we will discuss the results of the data collection process, as well as the items and the training and administrative procedures developed and tried out for the 1990 assessment. These materials will then be revised as necessary for the actual training of the Local Administrators for the 1990 Trial State Assessment. By building on the data collection procedures used in previous national assessments and introducing the new elements needed in the State-level assessments, we believe that we have laid the foundation for a successful data collection effort in 1990.